

ADMINISTRATIVE
INTERNAL USE ONLY

260-82

29 October 1982

D/Pers

82-8928

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology
Director of Finance

FROM:

Director, Foreign Broadcast Information Service

SUBJECT: Compressed Work Schedule for the FBIS North and
East Asia Program

REFERENCE:

STAT

STAT

1. This memorandum recommends in paragraph 7 authorization to institute a compressed work schedule in the North and East Asia (NEA) Program of the FBIS Near East/Asia/Africa Division.

2. Office Functions: The NEA Program, located in Key Building, has a full-time staff of six. Its primary function is to monitor newspapers and journals from Japan and North and South Korea, but it also prepares written translations and provides on-the-spot language and area knowledge support to various consumer offices.

3. Compressed Time Schedule: At the present time, two of the six NEA staff members wish to utilize a compressed time work schedule under the 5/4-9 concept over 2-week periods. The first week would comprise four 9-hour days and one 8-hour day; the second week, four 9-hour days and one day off. The compressed time schedule will ensure staffing of NEA from 0730 to 1700 hours, Monday through Friday. The consensus among all six members of the program is that having two of its members on compressed time will be beneficial to overall operations.

4. Key Services: There will be no reduction in key services. Indeed, since one of the two language officers involved can provide Korean language support in addition to Japanese, the services offered by this program will actually be broader. There will always be personnel on duty competent in both major languages of the program.

5. Benefits: The extended duty workdays will make NEA services available for longer periods of time each day. For example, the program will be better able to service early morning queries from the FBIS Daily Report and Wire Service, and other Agency and IC components.

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

SUBJECT: Compressed Work Schedule for the FBIS North and East Asia Program

6. Supervision and Security Duties: NEA personnel are carefully selected professionals with a proven record of independent work. The presence of Chief, NEA is not required for more than the normal workday. In the chief's absence, one of the other personnel will be designated to exercise the chief's administrative functions. Security assignments, given on a rotating basis, will not be affected.

7. I recommend approval.



STAT

CONCUR:



Deputy Director for Science and Technology

11/5/82

Date

STAT



Director of Finance

11/5/82

Date

STAT

APPROVED:



Director of Personnel

11/12/82

Date

STAT

ADMINISTRATIVE